



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

March 9, 2018

The Honorable Vanessa Allen Sutherland
Chairperson and Member
U.S. Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Avenue, NW, Suite 910
Washington, D.C. 20006

Dear Ms. Sutherland:

The Office of Inspector General (OIG) for the U.S. Chemical Safety and Hazard Investigation Board (CSB) plans to begin its risk assessment of CSB's purchase card usage during fiscal year (FY) 2017. This audit is included in our annual plan and is an Office of Management and Budget requirement. The project number is OA&E-FY18-0147.

The audit objective is to perform a risk assessment of agency purchase card usage, as required by the Government Charge Card Abuse Prevention Act of 2012. The OIG plans to conduct fieldwork and, if necessary, perform site visits to CSB to obtain supporting documentation for purchases and payments. Applicable generally accepted government auditing standards will be used in conducting our audit. The anticipated benefits of this audit are improved operational efficiency and reduced costs.

We will contact your Audit Follow-up Coordinator to arrange a mutually agreeable time to meet with your staff to discuss our objective and the purpose of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates to the Audit Liaison on a regular basis through emails.

Please provide the following information electronically to OIG Project Manager Randy Holthaus before the kickoff meeting:

1. Charge Card Management Plans (January 2017).
2. A complete list of all purchase card transactions for FY 2017.
3. A list of all purchase cardholders in CSB at any time during FY 2017.
4. A list of all purchase cardholders with authority to use convenience checks in FY 2017.
5. A list of all approving officials in FY 2017.
6. Copies of CSB periodic reviews during FY 2017 of CSB purchase card transactions.
7. Copies of any new or revised policies/procedures (for example, board orders) for the use of purchase cards issued in FY 2017.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation if a CSB employee or contractor refuses to provide requested records to the OIG or otherwise fails to cooperate with the OIG. We may report unresolved access matters in the *Semiannual Report to Congress*.

The project will be supervised by me, and Randy Holthaus will be the Project Manager. Any information related to the project should be addressed to me at (513) 487-2363 or davis.michaeld@epa.gov, or Randy Holthaus at (214) 665-6620 or holthaus.randy@epa.gov.

Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. Davis". The signature is written in a cursive style.

Michael D. Davis, Director
Efficiency Audit Directorate
Office of Audit and Evaluation

cc: Manuel Ehrlich Jr., Board Member, CSB
Rick Engler, Board Member, CSB
Kristen Kulinowski, Board Member, CSB
Anna Brown, Director of Administration and Audit Liaison, CSB
Kara Wenzel, Acting General Counsel, CSB
Arthur A. Elkins Jr., Inspector General
Charles Sheehan, Deputy Inspector General
Alan Larsen, Counsel to the Inspector General
Kevin Christensen, Assistant Inspector General for Audit and Evaluation
Patrick Sullivan, Assistant Inspector General for Investigations
Edward Shields, Assistant Inspector General for Management
Richard Eyermann, Deputy Assistant Inspector General for Audit and Evaluation
Christine El-Zoghbi, Deputy Assistant Inspector General for Audit and Evaluation
Jennifer Kaplan, Deputy Assistant Inspector General for Congressional and Public Affairs
Jeffrey Lagda, Congressional and Media Liaison, OIG
Tia Elbaum, Congressional and Media Liaison, OIG
Randy Holthaus, Project Manager, OIG